

## WOMEN'S BASKETBALL SUPPLEMENT 2013-14

### Article 1

#### GENERAL INFORMATION

#### Section 1

##### Conference Eligibility

##### A. General Guideline

1. All Conference colleges will recognize and abide by the State Athletic Constitution and the decisions of the California Community College League of California and the Commission on Athletics.

##### B. Eligibility

1. To be eligible to participate in all non-conference and conference contests all student athletes must be registered in classes according to the requirements set forth in the State Athletic Constitution and By-Laws and the BIG 8 CONFERENCE Constitution and By-Laws.
2. Conferences shall require each college to certify athletic eligibility by submitting Form 1, Student Eligibility, and Form 3, Team Eligibility, to the conference commissioner's office postmarked or emailed prior to the first game, meet, or match. Addendums to Form 3 may be submitted at a later date, but the athletes listed on the addendums are not eligible until the postmarked date.
3. An ineligible player is defined as a player who has not completed or adhered to all the requirements of the State Athletic Constitution and Conference By-Laws.
  - a. Any college that allows an ineligible player to participate in a contest, whether team or individual shall forfeit the contest and/or are subject to disciplinary action by the conference commissioner (with the exception of Bylaw 1.4.2.E and 1.15.8.A of the COA/CCCA Constitution and Bylaws). Such disciplinary action may include sanctions as described in Article 7.3.3 of the State Athletic Constitution.
  - b. During the season of competition, all member colleges shall check the eligibility status of student athletes at a minimum of once per week. Per CCCAA requirements, each student athlete must meet eligibility requirements before competing in any contest.

#### Section 2

##### Sport Chairperson

- A. Elected from among the respective coaches of each men's and women's sport for a term of two years starting July 1.

- B. The duties of the sports chairperson shall be to:

1. Establish coaches meeting dates in conjunction with the sports administrative representative. The end of season meeting of the conference coaches shall take place immediately after the completion of conference play.
2. Attend and chair all said coaches' meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, developing and modifying the sport supplement, and selecting all-conference and MVP recipients.
3. Compile a master contest schedule and sports supplement to be forwarded to the sports administrative representative for presentation at the appropriate conference meeting.
4. Collect league standings, and other relevant information, and communicate them to fellow coaches and the sport administrative representative on a minimum of once per week.

#### Section 3

##### Sport Administrative Representative

- A. Appointed by the president, in consultation with the conference commissioner, from among the conference assembly athletic directors.

- B. The duties of the sports administrative representative shall be to:

1. Set coaches' meeting dates in conjunction with the sports chairperson;
2. Attend all such meetings for the purpose of developing a conference schedule, outlining procedures to be recommended to the conference for consideration, facilitating the development and modification of the sport guide, report all-conference selections and MVP information to the conference commissioner.

- C. Present conference contest schedules and sports supplements at the appropriate conference meeting for approval. Fall sport schedules and supplements should be presented at the regular spring meeting. Spring sport schedules and supplements should be presented at the regular fall meeting.
- D. Maintain records of league standings and all other matters pertaining to each sport.
- E. Submit a year-end report to the conference commissioner no later than two weeks after the State Championship for that specific sport.

Section 4

Meetings

- A. Coaches will meet a minimum of two times each year.
  - 1. Post-conference-at the completion of conference competition
  - 2. Off-season-at least 3 weeks prior to the Big 8 Assembly meeting
- B. Meeting times and locations should facilitate attendance by all coaches of the Big 8, including hosted colleges.
- C. Hosted college will be invited to send representation to the coaches' meetings.
- D. The post-conference meeting shall address the following issues:
  - 1. All-conference awards, MVP, etc.
  - 2. Post conference information
  - 3. Completion of statistics
  - 4. Recommendations for substantive Big 8 Sport Supplement changes
  - 5. Input for CCCAA/Big 8 legislative issues
  - 6. Election of next Sport Chair
- E. The off-season meeting shall address the following issues:
  - 1. Competitive schedule (complete with dates and times)
  - 2. Specific amendments to the sport supplement
  - 3. Input for CCCAA/Big 8 legislative issues
- F. Meeting Logistics
  - 1. One week prior to any meeting, the administrative representative will remind all coaches regarding date, time and place.
  - 2. A quorum for any meeting will be 50% plus one.
  - 3. Coaches must be present to vote.
  - 4. It is the responsibility of the administrative representative to forward any pertinent information from the state coaches association to division coaches whenever appropriate.
  - 5. If a college coach cannot attend a meeting, the coach can get someone else from that college to be present.

Section 5

Sport Supplement Revisions

- A. Recommended revisions of the sport supplement shall be finalized and distributed to the administrative representative for that sport two weeks prior to the scheduled assembly meeting.
  - 1. Fall semester sport supplements shall be presented at the spring conference meeting.
  - 2. Spring semester sport supplements shall be presented at the fall conference meeting.
  - 3. Proposed changes to the sport supplement that affect the competition format and scheduling be presented 1 full year prior to their proposed implementation.
  - 4. If conference or CCCAA hosting problems occur-must have emergency consent of commissioner.
- B. All proposed changes should be provided on a cover sheet attached to the revised sport supplement. The administrative representative shall distribute the cover sheet and revised sport supplement to all member or hosted colleges that sponsor that sport one week prior to the scheduled assembly meeting.
- C. The administrative representative will make sure the supplement and schedule are included on the consent agenda at the designated conference meeting.
- D. Once approved by the conference assembly, final approved copies of the sport supplement shall be distributed to all member or hosted colleges that sponsor that sport.
- E. All sections of the supplement and cover sheet must be dated and identified as draft/approved in the upper right hand corner.

Section 6

College/Competition Venue Information

- A. It is the responsibility of the host college athletic director to distribute/competition venue information to all conference and hosted colleges.
- B. The following items should be addressed:
  - 1. directions to campus/competitive venue
  - 2. map
  - 3. parking regulations/permits or other campus site regulations

4. dressing room accommodations
5. equipment and supplies provided
6. contest supervision specifics
7. athletic training services
8. emergency contact information

Section 7

Decorum

- A. General decorum, including playing within the rules, showing good sportsmanship, treating players, coaches, officials and fans with respect, and conducting all activities with “class” and professionalism, is the responsibility of all participants of both the host and visiting colleges. Decorum at California community college events is the responsibility of all participants. Decorum rules apply to all conference and non-conference contests. Individual sport supplements may be more strict, but not more lenient, than the decorum rules listed in Article IX of the Big 8 Constitution/By-Laws.
- B. The responsibility for the on-site enforcement of decorum shall be specifically addressed within each sport’s supplement.

Article 2

**WOMEN’S BASKETBALL**

Section 1

Personnel and Dates For Upcoming Season

Games may begin November (Nov. 7, 2013), and conference competition ends three (3) weeks prior to the end of post season competition. Post conference competition ends: Sunday after the 2<sup>nd</sup> Thursday in March.

- A. The sport chairperson is Lacey Campbell, (707)888-6095 for the 2013-14 & 2014-15 seasons. The chairperson will send agendas and other meeting information to all head coaches and the conference administrative representative prior to each meeting. The chairperson will represent the conference on the Executive Board of the CCCWBCA. They will also call and chair other meetings as needed. The seeding rep is Gina Johnson for the 2013-14 & 2014-15 seasons. The all-state rep is J.R. Matsunami for the 2013-14 & 2014-15 seasons. The administrative rep is Jeanne Calamar.
- B. The fall meeting will be held on the 3<sup>rd</sup> Thursday in September at 6:00 p.m. via conference call (September 19, 2013). Coaches will meet in person if there is(are) new coach(es) in the conference.
- C. The spring meeting will be held after the final conference game at a time to be announced at a central location (2/22/14) Sat. at CRC at 11:00 a.m.
- D. Head coaches are to lead the agenda topics and discussion items at any conference coaches meetings. Assistant coaches are allowed to attend meetings but will defer their ideas and major comments to their head coach for discussion. Assistant coaches may attend, represent their program and speak on behalf of the head coach if their head coach is unable to attend a meeting.
- E. Season start dates:
  1. Official practice may begin October 1, 2013.
  2. Conference: Tuesday, January 7, 2014.
  3. Number of contests 24 maximum

Section 2

Schedule/Competition Format:

- A. Format
  1. The conference will play a double round robin schedule, re-drawn every two (2) years with an exchange of home and away contests.
  2. Number of games: 14 conference games.  
Conference games will be scheduled on Tuesdays and Fridays except for the 4 day February holiday week, the Friday game will be played on Thursday.
  3. Times: All double header games will start at 5:30 p.m. and 7:30 p.m. (or 25 minutes following the conclusion of the first game).
  4. The final conference games will be played prior to the Northern California Seeding Meeting.
- B. Pre-game activity: Locker rooms must be available one hour prior to start of game.
  1. The host team will:
    - a. Provide directions to campus, a campus map parking permits and other campus rules to each visiting college.
    - b. Provide the visitors with an area including a chalkboard (white board) for pre-game, half-time, and post-game team meetings sixty (60) minutes prior to game time.
    - c. Supply at least six (6) official game balls for the visiting team sixty (60) minutes prior to 5:30 game time.
    - d. Provide a trainer with a medical kit at each contest. Water, ice and plastic bags will also be available. Visiting teams are required to provide their own taping

- supplies sixty (60) minutes prior to game time.
    - e. Make half the court available to the visitors, no later than one (1) hour minutes prior to game time.
    - f. *The time for the locker rooms, trainer, pre-game and half time room, balls and court to be available may be extended by mutual agreement with the Athletic Directors of the two (2) schools involved one week prior to the scheduled contest.*
  - 2. Double headers: Each college will determine start times for men/women and identify on submitted schedule.
  - 3. At halftime of the first game, the host team will:
    - a. Provide at least six (6) game balls for the visiting team that is to play the second game.
    - b. Make sure the court is available for the players in the next game to shoot.
    - c. Ensure that the only persons on the court are athletes participating in the next game (no spectators unless involved in a special event or halftime show).
    - d. Completely clear the court for the players of the in-progress game to shoot and Warm-up, as soon as one of the in-progress teams enters the gym.
    - e. Ensure that the in-progress teams will be allowed at least five (5) minutes to Warm-up following a special event or halftime show.
- C. Any change in scheduled conference contests must follow the appropriate procedures outlined in the Big 8 Conference Constitution, Article VII.D.
  - 1. The Big 8 Constitution Article VII, Section 1.F, governs forfeits.
  - 2. Late arriving teams will be given ten (10) minutes to warm up. If a team is more than twenty (20) minutes late, the game will be forfeited unless there are unusual circumstances.
  - 3. All forfeits must be reported to the conference commissioner and the administrative representative within 24 hours.
- D. Changes in schedule-suspended games-defaults-make ups, natural disasters, facility problems, etc:
  - 1. Power Failure
    - a. If a game is halted before the first half is completed, it will be rescheduled and replayed at the first available date by both Athletic Director's and the Conference commissioner's consent
    - b. If the game is halted after the first half has ended, it will be continued from that point.
      - Consideration should be given to playing the remainder of the game at the same site if it was the first game played between the two. The final decision will be made by the Big 8 Conference commissioner.
      - If the completion of the game has no bearing on the final conference standings or Northern California Regional Play-off consideration, it may not be played. If it does, criteria is: a. both coaches agree, b. both A.D.'s agree, c. Commissioner final decision.
  - 2. Natural disasters or transportation failures
    - a. If a game cannot be played due to some type of natural disaster or transportation failure, it shall be rescheduled within the next available date with both Athletic Director's and Conference commissioner's consent.
  - 3. Disputes on rescheduling: If the coaches and athletic director of the colleges involved cannot reach a mutual rescheduling agreement, the Big 8 Conference Commissioner shall set the date of the contest.

### Section 3

#### Rules of Competition:

- A. Rule Guide-Current CCCAA rules will be followed. The NCAA Women's Basketball Rules will be implemented except for changes stated in these policies.
- B. Scoring-NCAA Rules. It is recommended that the NCAA Basketball Score Book be used.
- C. Minimum number of participants to start a game is five (5) players per team or forfeit.
- D. The game ball to be used will be the one recommended by the State Coaches' Association (Wilson, Evolution).
- E. Special equipment: Must be approved by game officials prior to start of game or special situation during game.
- F. Special considerations: In conference, hosted colleges will provide host colleges with a current roster. Rosters are to be sent at least one (1) week prior to said game.
- G. Special warm up protocol: The Spaulding must be used in all conference competitions.

Section 4

Decorum:

The NCAA Rule Book By-law 4.4 of the CCCAA Constitution and Article IX, Section 1-7 of the Big 8 Constitution govern the decorum policy. Where official playing rules and the CCCAA decorum rules differ, the most stringent rules shall be enforced (4.4.2 of the CCCAA Constitution).

- A. Responsibility for reporting/identifying potential violations: Within twenty four (24) hours after a game where a defined participant (player, coach, team member, team attendant, official or college staff member) has been removed due to an action that has the potential of being defined as an ejection, the coach of the team shall report the name(s) and circumstances to the athletic director who, in turn, shall immediately inform the conference commissioner. The sport administrative representative should also be notified. Failure by a coach to report shall be penalized the same as outlined in By-laws 4.4 and 4.5 of the CCCAA constitution and Article IX, Section 3.A - E of the Big 8 Constitution. Failure of an athletic director to report may be referred to the conference for disciplinary action. The conference commissioner shall report ejections to the next team on the college's schedule.
- B. Onsite supervision: Each college must have an onsite supervisor at each conference game. Said supervisor should identify him/her self to visiting coaches and officials prior to the start of the contest.
- C. In conference if the ejected individual is a visiting player, we will follow the NCAA Rule (Section 20, Article 1.a—"In addition to being disqualified, an individual who is ejected shall leave the playing court and floor area and report to his or her team's locker room until the game is over), with the following statement added, "with supervision from that team's coaching staff or designee".
- D. In conference if the ejected individual is a coach, we will follow the NCAA Rule (Section 20, Article 1.a)

Section 5

Championship/Tournament/Play-Off Procedure:

- A. Determination of champion: The team with the best win/loss record in Big 8 Conference play will be determined champion.
  1. Ties
    - a. If ties occur for championship, both teams will be declared co-champions.
    - b. Tie-breaking formula for ranking the conference order of finish:
      - Head to head in conference play (*total number of wins against the other teams you are tied with*).
      - Each of the tied team's record against conference teams in descending order of finish.
      - Head to head in non-conference play with common opponents.
      - Overall record and strength of schedule (as determined by TSRPI).
      - Overall record and strength of schedule (as determined by NCRPI).
  2. Home court advantage: N/A
- B. Tournament information
  1. Format: CCCAA NorCal Regional: Game management for play-off games will follow the procedures outlined in the CCCAA Constitution and the CCCAA Basketball Sport Guide.
  2. Cost: Play-off game admission is to be charged according to the formula established in the CCCAA Constitution and the CCCAA Basketball Sport Guide.

Section 6

Officials:

- A. Numbers: Three officials from the Sacramento Association of Collegiate Officials will be used for each game.
- B. Cost: The cost of the officials shall be \$140 per official. The administrative fee is \$400 per program. In tournaments, the cost of officials shall be \$100 per official for all games except the championship game. In the championship game officials will be paid \$125 each. The administrative fee for tournaments is \$65 for 3 day tournaments and \$50 for 2 day tournaments.
- C. Qualifications/Officials' Group: The officials' group is SACO (Sacramento Association of Collegiate Officials). The conference assembly and commissioner must approve the official's contract.
  1. Dan Hooper, Supervisor of Officials will make sure each contest is supplied with three (3) competent collegiate officials.
- D. Any protocol concerns:
  1. Some of these officials may work both the men's and women's game (double header).

2. If only two (2) officials show up to a game, the game will be started and played with two (2) officials. Prior to the start of the game, a decision will be made, by mutual consent of both coaches, about using the third official.
3. If only one (1) official shows up after twenty (20) minutes the game will not be played unless both coaches agree to start with one official. If there is not consent by the coaches, the game will be re-scheduled within the next available date with both athletic director's and the conference commissioner's consent.
4. Once a game has been started, any change in officials (additions or switching of officials) must have the consent of both coaches or the game will be continued with the official(s) who started the game.
5. If an official(s) is (are) suspended from a game involving a Big 8 conference team, Dan Hooper will email the administrative representative (Jeanne Calamar) who will in turn, notify the conference coaches of the suspension.

Section 7

Statistics:

- A. College responsibilities:
  1. The home school will inform local news media of the game results.
  2. The home school is required to phone in all scores to Gina Johnson (Delta) following each conference contest (call the same day as the game). Gina's phone number is (209) 639-2428. Gina's email is: [johnson4@surewest.net](mailto:johnson4@surewest.net). Gina will fax/email game results to all conference coaches and the administrative representative the day after each conference game.
- B. Statistician:
  1. It is strongly recommended that all conference coaches fax or email their team's statistics to the state statistician at [gregm@altair.csustan.edu](mailto:gregm@altair.csustan.edu) or (707) 667-2225.
  2. Pay: N/A
  3. Identification: N/A
- C. *CCCAA stats.org is the official website for collecting schedules, rosters, results, and statistics for all team sports sponsored by the CCCAA as defined in Bylaw 3.7. All California community colleges fielding athletic teams are required to update information on this website in a timely manner. Required timelines for inputting schedule information onto the statewide statistical website is November 1 for basketball. Additionally, numerical rosters must be posted at least one (1) day prior to the first game, and results with complete and accurate individual statistics must be posted in accordance with sport specific guidelines, but not later than two (2) working days after the completion of the contest or tournament.*

Section 8

Awards:

- A. The conference coaches will select an all-conference teams which will consist of twelve (12) players including a most valuable player.
  1. The all-conference team will be listed in alphabetical order.
  2. The top two (2) teams will each receive two (2) automatic selections.
  3. The remaining selections will be determined from votes. Each college coach (or representative) will nominate his/her players in the rank they are to be considered. There shall be only one voting member per college. There is no limit on nominations.
  4. Each college representative will vote for the top eight (8) players (including his/her own players) after the four (4) automatics are identified.
  5. The top eight (8) vote getters and the four (4) automatics will make up the twelve (12) player all-conference first team.
  6. Ties must be broken by a separate vote on tied players to reduce the group to twelve (12) players.
- B. The most valuable player will be selected from the twelve (12) all-conference first team selections.
  1. All coaches will vote for the most valuable player.
  2. Coaches may withdraw players from MVP consideration.
- C. The conference coaches will select a "Coach of the Year". If there is a tie, "Co-Coaches of the Year" will be awarded. Head coaches (or their representative) will vote (one vote per school).
- D. Player of the week: N/A
- E. The conference coaches will select and rank, in the order to be considered, their nominations for the all-state team.
  1. Nominations must be members of the all-conference first team.